



ASHBURNHAM FIRE DEPARTMENT
ALWAYS READY TO PROTECT AND SERVE



JOB ANNOUNCEMENT

Call Firefighter / EMT
Call Firefighter
Call EMT

Continuous Recruitment
Starting Pay \$12.00 - \$21.57 per Hour DOQ
(978) 827-4021





OUR COMMUNITY

The Town of Ashburnham is located in the northeast corner of Worcester County, Massachusetts and is bordered by New Hampshire in the north. The community maintains a small town feel but is just over an hour away from the Boston Metro area. A small, quaint, downtown area gives way to large areas of forest and farms. Hiking, biking, and dining opportunities abound. Mount Watatic is a popular and well used hiking area that is partially located in Ashburnham and the Midstate Trail passes through Watatic and the Town as well.

Ashburnham is a four-season community with activities for everyone. In the fall, as the leaves change, people from all over come to the region to see the majestic change in leaf colors. In the winter skiing is nearby including Wachusett Mountain, or if you want to drive a little further there are numerous opportunities in New Hampshire and Vermont.

OUR MISSION

Our mission is to help people in the community of Ashburnham and surrounding area. We do this with a focus on emergency preparedness, prevention, and response.



OUR FIRE DEPARTMENT

The Ashburnham Fire Department was formed in 1855 and has a proud history of serving the community of Ashburnham as well as assisting neighboring communities. Formed as a call fire department, call members still make up a major part of our department today, with a group of dedicated career members at the core of the department. We provide fire, emergency medical, hazardous materials, and rescue service.

The fire department protects and serves the Town's 6081 residents across 41 square miles.



OUR VISION

Our driving vision is continuous improvement with the intent to be a better fire department tomorrow than we are today.

THE POSITION – CALL FIREFIGHTER / EMT OR, CALL FIREFIGHTER, OR CALL EMT

The Call Firefighter / EMT position is an emergency response position that responds to fires, emergency medical calls, rescues, and hazardous materials incidents. The current work is on an on-call basis. The position will operate under the direction of department officers and senior personnel. No firefighting or EMS experience is required and all training is provided.

Essential Duties:

- Ability to attend and successfully graduate the Massachusetts Fire Academy Call/Volunteer Academy and / or an EMT training course.
- Ability to interact with the public on the phone and in person, in a calm and professional manner.
- Ability to juggle multiple tasks.
- Ability to respond to emergency incidents as needed.

THE IDEAL CANDIDATE

The ideal candidate will be one who is eager to learn and has a desire to serve the community. The ideal candidate must possess and exhibit a sense of professionalism, pride, and personal accountability at all times. The candidate should also be able to work in a team environment, while being able to stay focused on the job at hand. Candidates must be able to attend required trainings and courses, as well as routinely respond to emergency calls.

Key competencies include:

- Ability to work at an emergency incident.
- Enjoys working with and serving the public.
- Someone who likes challenging project work.
- A person that can make good decisions under pressure.
- A quick learner.

THE QUALIFICATIONS

- High School Graduate or Equivalent;
- The ability to complete the Massachusetts Fire Academy Call/Volunteer Program and /or an Emergency Medical Technician training program.
- And the ability to perform assigned tasks, both project and emergency related.
- Must live within 15 minutes of the Ashburnham Public Safety Building and have a valid driver license.

OUR VALUES

Honesty and Integrity

We value honesty and integrity and expect all members to be truthful, openly honest, and hold themselves and each other to a high moral standard.

Commitment

We value commitment to the community and the organization. We will remember that we are servants to the community and will treat everyone as valued customers.

Honor and Respect

We value honor and expect that our members will do nothing to tarnish themselves, the department, or the profession. We believe that we are a second family to our members and we will treat each other with respect and deference. We will always maintain ourselves as role models to our community.

Preparedness

We value being ready to perform. Our apparatus, equipment, bodies, and mind will be kept ready to act on the behalf of our community. We will do this through a focus on training and education as well as professional certification and accreditation.

Teamwork

We value teamwork as the nature of our profession requires cooperation, communication, and the exchange of ideas that extends through all levels our organization and the community.



Ashburnham Fire Department
99 Central Street
Ashburnham, MA 01430
Employment Application

The Town of Ashburnham is an Affirmative Action/Equal Opportunity Employer
All information must be typed or printed in readable writing. Unreadable applications will be discarded.

Date: _____

Personal Information

Name: _____
Last First Middle

Address: _____
Number Street Apartment Number

City/Town State Zip Code

Cell Phone Number: _____ Home Phone Number: _____

Email: _____ Social Security Number: _____

Driver's License Number: _____ State: _____

Are you under 18 years of age? ☐ Yes ☐ No If yes, date of birth: _____

Position Applying For: _____

Have you ever been employed by the Town before? ☐ Yes ☐ No
If yes, when? _____ In what department? _____

If hired, can you provide proof of citizenship or legal right to work? ☐ Yes ☐ No

Do you have an immediate family member (i.e. spouse, parent, child, sibling) working for the
Town of Ashburnham? ☐ Yes ☐ No
If yes, the employees name: _____ Dept.: _____

Have you ever been convicted of a felony? ☐ Yes ☐ No record
If yes, please explain: _____

Have you been convicted of a misdemeanor in the last five years? ☐ Yes ☐ No
If yes, please explain: _____

Education & Training

High School/GED

Name/Location: _____

Did you graduate? ☐ Yes ☐ No

College

Name/Location: _____

Course of study: _____ Years completed: _____

Did you graduate? ☐ Yes ☐ No

Graduate School

Name/Location: _____

Course of study: _____ Years completed: _____

Did you graduate? ☐ Yes ☐ No

Business/Technical

Name/Location: _____

Course of study: _____ Years completed: _____

Did you graduate? ☐ Yes ☐ No

Do you possess any of the following?

☐ Healthcare Provider CPR Certification

☐ EMT - B

☐ Licensed in MA

☐ Nationally Registered

☐ Other

☐ EMT - Advanced

☐ Licensed in MA

☐ Nationally Registered

☐ Other

☐ Paramedic

☐ Licensed in MA

☐ Nationally Registered

☐ Other

☐ Other specialized training

If so, explain: _____

☐ Other professional licenses

If so, explain: _____

Have you attended the Massachusetts Fire Academy?

☐ Yes, Call/Volunteer Academy

☐ Yes, Full Time Academy

☐ No

Employment History

List present employer first.

A resume or supplemental sheet may be included; however this section must be completed.

1. Employer's Name: _____

Address: _____ Phone Number: _____

Job Title: _____ Worked from: _____ to: _____

Immediate Supervisor's Name/Job Title: _____

May we contact this employer? ☐ Yes ☐ No

Described the work you performed:

Reason(s) for leaving: _____

2. Employer's Name: _____

Address: _____ Phone Number: _____

Job Title: _____ Worked from: _____ to: _____

Immediate Supervisor's Name/Job Title: _____

May we contact this employer? ☐ Yes ☐ No

Described the work you performed:

Reason(s) for leaving: _____

3. Employer's Name: _____

Address: _____ Phone Number: _____

Job Title: _____ Worked from: _____ to: _____

Immediate Supervisor's Name/Job Title: _____

May we contact this employer? ☐ Yes ☐ No

Described the work you performed:

Reason(s) for leaving: _____

4. Employer's Name: _____

Address: _____ Phone Number: _____

Job Title: _____ Worked from: _____ to: _____

Immediate Supervisor's Name/Job Title: _____

May we contact this employer? ☐ Yes ☐ No

Described the work you performed:

Reason(s) for leaving: _____

References

Please provide professional/business references only.
Note that references listed in this section will be contacted.

Reference #1

Name: _____

Address: _____

Business Position: _____ Phone Number: _____

Reference #2

Name: _____

Address: _____

Business Position: _____ Phone Number: _____

Reference #3

Name: _____

Address: _____

Business Position: _____ Phone Number: _____

Reference #4

Name: _____

Address: _____

Business Position: _____ Phone Number: _____

How did you learn about the job for which you are applying?

☐ Walk in ☐ Town employee

☐ Newspaper; title: _____

☐ Professional Journal; title: _____

☐ Posted Town Bulletin: _____

☐ The Internet: _____

Agreement

The information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Ashburnham to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievements, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Ashburnham any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Ashburnham's use only.

I hereby voluntarily release, discharge and exonerate the Town of Ashburnham, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Town of Ashburnham.

I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I also understand that I must be available from time to time to work outside normal business hours, as the needs of the department require.

If required for the position I am seeking, I agree to take a physical examination, which may include testing for drugs or a psychological examination, as required, and recognize that any offer of employment may be contingent upon the results of such examination.

I understand that my employment offer by the Town is conditional upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986 within three days of the date of hire.

I represent that I have read and fully understand the foregoing and seek employment under these conditions.

Signature: _____ Date: _____

"Discrimination against any person in any practice or procedure in advertising, recruitment, referrals, testing, hiring, transfer, promotion or any other term, condition or privilege of employment which limits or adversely affects employment opportunities, because of political or religious opinions or affiliations, or because of race, color, sex, sexual orientation, national origin, marital status, pregnancy, parenthood, age or handicap which is unrelated to the person's occupational qualifications or any other non-merit factor which is not a bona fide occupational qualification is prohibited."

It is unlawful in Massachusetts to require a lie detector test as a condition of employment or continued employment. An employer who violates that law shall be subject to criminal penalties and civil liabilities.

Town of Ashburnham Release

I _____ a candidate for the position of _____ hereby authorize the Town of Ashburnham to investigate all statements in my application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the Town of Ashburnham from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Town of Ashburnham.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the Town of Ashburnham has not yet employed me and for immediate dismissal if the Town of Ashburnham has employed me. I also authorize the Town to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having legal and proper interest, and I hereby release the Town of Ashburnham from any and all liability for its providing this information.

In the event of my employment with the Town of Ashburnham, I will comply with all rules, regulations, and policies set forth in the Town of Ashburnham's Salary Administration Plan Bylaw or other communications distributed by the Town of Ashburnham.

I understand that nothing in this employment application, in the Town of Ashburnham's policy statements or personnel guidelines, or in my communications with any Town of Ashburnham official is intended to create an employment contract between the Town of Ashburnham and me. No promises regarding employment have been made to be and I understand that no such promise or guarantee is binding upon the Town of Ashburnham unless it is made in writing and signed by a Town of Ashburnham official.

I hereby acknowledge that I have read and understand the preceding statement.

Signature: _____ Date: _____

Voluntary Affirmation Action Request Form

The Town of Ashburnham as part of its commitment to Affirmative Action/Equal Employment Opportunity policies invites you to provide the following information. All applicants will be considered without regard to race, color, religion, national origin, age, marital or veteran status, medical condition or disability. The information in voluntary and refusal to provide it will not have any bearing on our employment decision. The data is confidential and will be filed separately. It will be available only to authorized personnel and is used to further the Town's Affirmative Action/Equal Employment Opportunity policies. Your cooperation is appreciated.

Position Title: _____

Gender: ☐ Male ☐ Female

Ethnic Origin:

- ☐ White – All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- ☐ Black – All persons having origins in any of the black racial groups of Africa.
- ☐ Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin regardless of race.
- ☐ Asian or Pacific Islander – All persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- ☐ American Indian or Alaskan Native – All persons having origins in any of the original people of North America maintaining cultural identification through tribal affiliations or community recognition.
- ☐ Cape Verdean – All persons having origins on the Cape Verde Islands.

National Origin: _____

Veteran Status: ☐ Yes ☐ No

Vietnam Era, 1962 – 1975 ☐ Yes ☐ No

Disabled: ☐ Yes ☐ No

TOWN OF ASHBURNHAM

32 Main Street
Ashburnham, MA 01430

Board of Selectmen

Kyle Johnson

Leo Janssen

John Mulhall

mcalandrella@ashburnham-ma.gov



Town Administrator

Heather M. Budrewicz

Phone: 978-827-4100

FAX: 978-827-4105

hbudrewicz@ashburnham-ma.gov

CORI REQUEST FORM

The Town of Ashburnham has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data. As an applicant/employee for the Town, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

Applicant/Employee Signature

Applicant/Employee Information (Please Print)

NAME

Last

First

Middle Initial

FORMER NAMES

Former Name 1

Former Name 2

Maiden Name

OTHER INFO

DOB (MM/DD/YYYY)

XX- -

SS # (last six digits)

Gender

Race

FATHER'S NAME

Last

First

MOTHER'S NAME

Last

First

Maiden

** The above information was verified by reviewing the following form of government issued photographic identification: _____

Requested by: _____

Signature of CORI Authorized Employee

* The CHSB Identity Theft Index PIN number is to be completed by those applicants that have been issued an Identify Theft Index Number by the CHSB. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. **All CORI request forms that include a theft index number are required to be submitted to the CHSB via mail or by fax to 617-660-4614.**